

May 27, 2011

To: Executive Board

Subject: **Request to Issue RFP – Transit Services - Pomona Facility (RFP No. 12-001)**

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### Recommendation

Authorize the Executive Director to issue a request for proposals (RFP No. 12-001) for transit operations and maintenance services at Foothill Transit's Pomona facility and terminate the current service contract with First Transit for convenience effective December 31, 2011.

### Analysis

First Transit, Inc. currently provides operations and maintenance services for 136 buses operating out of Foothill Transit's facility in Pomona. All of the optional extensions of the contract have been exercised, and the current agreement is scheduled to terminate on February 3, 2012.

To better align contract start and end dates with Foothill Transit's fiscal year, the new operations and maintenance agreement is proposed to take effect on January 1, 2012. Subsequent contract "anniversary dates" would occur on June 30 of each year. To accomplish this, the current agreement with First Transit is proposed to be terminated for convenience on December 31, 2011 instead of February 3, 2012. Other modifications as directed by the Executive Board during the April 29, 2011 Study Session will be incorporated into the request for proposals.

The tentative procurement timeline is as follows:

<u>Event</u>	<u>Date</u>
Issuance of RFP	June 29, 2011
Proposals due 4:00 p.m. PDST	August 31, 2011
Interviews and discussions	September 28-29, 2011
Best and Final Offers due	October 7, 2011
Contract negotiations with highest ranked Proposer	October 19-20, 2011
Contract award by Foothill Transit Executive Board and authorization to execute contract	October 28, 2011
Transition and start-up	November 7, 2011 – December 31, 2011
Commencement Date	January 1, 2012


Executive Board Meeting – 05/27/11  
Request to Issue RFP – Transit Services – Pomona Facility  
Page 2

This schedule will provide time for execution of final contract documents and transition to the delivery of service under the new contract. In order to facilitate this timeline, the current agreement with First Transit, Inc. will need to be terminated for convenience on December 31, 2011. Termination for convenience is allowed under Section 36 of Foothill Transit's Agreement No. 06-024 with First Transit, Inc.

**Budget Impact**

Funds have been included in the Fiscal Year 2012 Business Plan for maintenance and operations and will also be included in future year plans.

Sincerely,



Gary K. Nehls  
Director of Procurement



Doran J. Barnes  
Executive Director